



Advisory Committee Meeting

June 23, 2017

Summary Minutes

Action Items

1. Scheduled Advisory Committee Meeting, Friday July 21, 2017
2. Revised CDBG TBL summary
3. CDBG staff list with Points of Contact
4. 6-month schedule for Advisory Committee meetings
5. Timeline for CDBG Redesign and 2017 NOFA
6. Revised 4/12/17 Advisory Committee Meeting Minutes
7. Data on current CDBG contracts/Rep/year
8. Process for providing receipt confirmation for reports submitted
9. Summary of Changes to 2017 NOFA
10. Stakeholder Input survey for distribution
11. CDBG inbox for operational issues
12. Summary of 6/23/17 Advisory Committee Meeting
13. Notice to grantees asking for CDBG success stories
14. Lead time NOFA announcement that specifies the upcoming NOFA changes and release date.
15. Schedule for Aug/Sept Listening Sessions for the Framing Paper
16. Compilation of prior CDBG Comments/Feedback
17. Publish Framing Paper
18. Create a Management Memo or similar written guidance for the Set-Up and Completion Forms.

Meeting Minutes

1. Review of April 12 Meeting Minutes (Ginny)

- Minutes need to be amended to include Nikki McCay's comments regarding number of activities and types of activities.
- It was agreed that future meeting minutes shall be in summary format, capturing key points, and a draft be available for review by the committee members within 48 hours.

2. Trailer Bill Update (Kathryn)

- Kathryn provided Trailer Bill Language Fact Sheet, discussed the bill language, the legislative review process and next steps.
- There was concern about the language in Section 1, "prioritize" and "effective." It was said that this it could be subjective terminology. Who will decide their respective meanings? This will be discussed as part of the redesign process.



3. Update on CDBG Redesign Process and Stakeholder Outreach (Ginny)

- It was affirmatively expressed that HCD is committed to actively engaging the Advisory Committee and stakeholders.
- The draft Framing Paper will be presented to the Advisory Committee for review and feedback prior to its release for public comment.
- Ginny acknowledged that HCD is tasked with meeting the program deliverables while doing more with less. To accomplish this requires developing streamlined processes.
- It was stated that line staff should have a place at the table to assist with changes and offer practical solutions.
- Three years of input has been sent to HCD with no implementation. Where is it? HCD needs to do its homework to visit and resolve the issues presented.
- HCD management needs to follow-up on issues and address corrections through Management Memoranda sent to all eligible jurisdictions, consultants, and others as identified.
- Expressed dissatisfaction to the functional alignment and it was said that it disconnected everybody.

4. Summary of Proposed Changes to 2017 NOFA (Moir)

- Committee members were presented with the recommended funding limits which specified a \$5 million contract maximum; program minimum application limits, and limit the number of activities per application, per contract.
- Comments strongly suggested that minimum application amounts be eliminated.
- It was clarified that the 2017 NOFA and its changes are for “**one time**” 2017 only. Future NOFAs will be predicated purely upon the outcomes of the Redesign efforts.
- Create language in the Standard Agreement that specifies milestones so that funds can be disencumbered when the milestones are not met and HCD can fund down the list.
- \$5 million contract limit is too high; its needs to be reduced to \$3 million. \$5 million will go to too few. However, for one-time 2017 NOFA, could live with.
- Provide “*lead time*” notification before the 2017 NOFA is released that summarizes the changes for the 2017 NOFA. This will allow for local planning and that there is time to meet the federal and state public participation requirements. It was further recommended that the application due date be at least 90 days from release, rather than minimum required 70 days.

5. Program Income (PI) Update (Karen)

- Recommended that PI Re-use Plan be required for all jurisdictions that identifies how PI will be committed to activities over a 3-5 year period.
- HCD is entering into an MOU with HUD to provide technical assistance (TA) with the redesign efforts and provide a facilitator to assist with the process. This includes addressing the low-expenditure rate.
- TA will be important component of the redesign.



6. CDBG Redesign: Listening Session Part I

- Conversation focused on the 2017 NOFA
- Advisory committee requested meeting location on North Coast
- Advisory committee informed HCD that interest in re-design working group participation could be limited